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EG&G ROCKY FLATS

INTEROFFICE CORRESPONDENCE

DATE: August 24, 1994

TO: D. S. Brown, Environmental Operations Support, Bldg. 080, X8745

FROM: Milton J. Kowalewski, Jr., OU 2 Closure, Bldg. 080, X6901 MJKowalewski

SUBJECT: Readiness Review 93/009 Item No. 5.08(C)(1)(a), MJK-068-94

Enclosed is a copy of Environmental Management Inspection Report (EMIR) 94-y. It reflects the level of compliance of the OU 2 Closure Soil Study Team to 2-G06-ER-ADM-05.10, Control of Scientific Notebook Systems.

The Soil Study Team Manager will be providing guidance to his team members to comply with all of the aspects of the procedure during scientific investigations. Completion of this inspection and the enclosed required reading forms signed by the Soil Study Team members closes this post-closure readiness review item.

In addition, I am submitting a Commitments Tracking System Task Certificate of Completion to the commitments coordinator.

If you have any questions about this item call me.

mjk

cc:
W. S. Busby
M. Z. Litaor
Project Central File (2)

Enclosures:
as stated

EG&G ROCKY FLATS, INC., ROCKY FLATS PLANT, P.O. BOX 464, GOLDEN, COLORADO 80402-0464 (303) 966-7000

DOCUMENT CLASSIFICATION
REVIEW WAIVER PER
CLASSIFICATION OFFICE

ADMIN RECORD

BZ -A-00213

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EG&G ROCKY FLATS

ENVIRONMENTAL MANAGEMENT DEPARTMENT

EM Inspection Report (EMIR)

EMIR No. 94-y

Page 1 of 1

Project Name: Readiness Review Post-Closure Item Verification

Location: RFETS Operable Unit 02

Activity Description: Verify that 2-G06-ER-ADM-05.10 is being followed

Personnel Contacted (include company and title)

Steve Aldridge, S.M. Stoller, Scientist
M.Z. Litaor, EG&G, Program Manager

References (include Revision/Date)

Readiness Review 93/009 Post Closure Item No. 5.08 C.1.a
2-G06-ER-ADM-05.10, Revision 0, Control of Scientific Notebooks

Inspection Results:

- Equipment: None
- Deficiencies: None

Observations:
Not all entry pages were signed by the originator. Notebook control numbers are not identified in software files. Typed sheets need to numbered, dated, and signed. Computer software used needs to be entered into the notebook. Line through all empty spaces in the notebook. Do not use pencil entries.

- Summary Comments: Scientific notebooks were being used to document scientific investigations.

The following Scientific Notebooks were reviewed for compliance with the attached checklist:
ERM-OU2-LB-93-1
ERM-OU2-LB-93-3
ERM-OU2-LB-93-4
ERM-OU2-LB-93-5
ERM-OU2-LB-93-7
ERM-OU2-LB-94-2,7,9 and 10.
In addition, the following required reading lists were collected:
W.L. Mitc hener, S.M. Stoller
Paul M. Boles, S.M. Stoller
John B. Crittenden, S.M. Stoller
Philip L. Molzer, EG&G
Hans M. Daniels, EG&G, Bryan Walther, EG&G
G.R. Barth, EG&G, M.J. Kowalewski, EG&G

By: M. J. Kowalewski, Jr. / [signature] / August 24, 1994

Print Name / Signature / Inspection Date

Distribution: Original -Records Center; Copies- Project Manager, RPD QC, EMAD QC, EM QAPM

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TO CLOSE READINESS REVIEW 93/009 ITEM NO. 5.08C1A THE FOLLOWING CHECKLIST MUST BE COMPLETED SATISFACTORILY FOR THOSE ITEMS THAT ARE APPLICABLE AT THE TIME OF VERIFICATION:

CONTROL OF SCIENTIFIC NOTEBOOK SYSTEMS, 2-G06-ER-ADM-05.10, REVISION 0

5. INSTRUCTIONS	TASK	ACCEPTABLE/ UNACCEPTABLE mjk = M.J. Kowalewski
5.1 SELECTION OF PROCEDURE APPROACH	SCIENTIFIC NOTEBOOK SYSTEM (SNS)	
SELECT A PRINCIPAL INVESTIGATOR (PI) H. M. Daniels	BS, MS, OR PH D WITH AT LEAST 1 YEAR OF RELATED FIELD EXPERIENCE	mjk Acceptable 8/18/94
PI	EVALUATES ACTIVITY BEFORE BEGINNING TECHNICAL WORK	mjk Acceptable 8/24/94
PI	IDENTIFY THE DECISION TO USE THE SNS PROCESS IN THE WORK PLAN OR IN A MODIFICATION TO THE WORK PLAN	mjk Acceptable 8/24/94
5.2 SCIENTIFIC NOTEBOOK PLAN SNP)	PI PREPARES A SNP	mjk Acceptable 8/16/94
INCLUDES:	TITLE OF THE EXPERIMENT OR RESEARCH	mjk Acceptable 8/16/94
	DESCRIPTION OF PURPOSE AND OBJECTIVES	mjk Acceptable 8/16/94
	DESCRIPTION OF PROPOSED APPROACH	mjk Acceptable 8/16/94
	ANALYTICAL METHODS	mjk Acceptable 8/16/94

	APPLICABLE HOLD POINTS	N/A
	ONGOING TABLE OF CONTENTS OF THE SNS	N/A
	NAMES OF QUALIFIED INDIVIDUALS	Acceptable 8/16/94
	SPECIAL PERSONNEL QUALIFICATIONS	Acceptable 8/16/94
	EQUIPMENT AND MATERIALS	Acceptable 8/16/94
	CALIBRATION REQUIREMENTS	Acceptable 8/16/94
	POTENTIAL SOURCES OF UNCERTAINTY	Acceptable 8/16/94
	HISTORICAL DATA	
Appendix I	DATA REDUCTION PROCEDURES	Acceptable 8/16/94
	REQUIRED LEVELS OF PRECISION AND ACCURACY	Acceptable 8/18/94
	DOCUMENTATION OF ENVIRONMENTAL CONDITIONS	N/A
	DATED SIGNATURE OF PREPARER	Unacceptable 8/16/94
QAPM,EOM,TECHNICAL REVIEWER	REVIEW AND APPROVE SNP	Acceptable 8/16/94
PROJECT MANAGER (PM) M. A. Litaor	RESOLVE COMMENTS	Acceptable 8/16/94
ERPD DOCUMENT CONTROL	ISSUE SNP	Acceptable 8/16/94

8/16/94

all rectangular S300 TSR Records notebooks

PM	ENSURE THAT ALL PERSONNEL ARE TRAINED IN USE OF PROCEDURE AND THE SNP	mjk Acceptable 8/24/94
PI ERM-OU2-LB-93-3 ERM-OU2-LB-93-1 ERM-OU2-LB-93-4	PLACE COPY OF SNP IN WORK AREA OR OFFICE	mjk Acceptable 8/17/94
ERM-OU2-LB-93-5 ERM-OU2-LB-94-9 ERM-OU2-LB-94-10 ERM-OU2-LB-93-5	IMPLEMENT THE SNP AND DOCUMENT IN SCIENTIFIC NOTEBOOK (SN)	N/A
RFP/ERM-94-0002/ -loose leaf notebook -controlled #900 ERM-OU2-LB-94-7	REFERENCE APPLICABLE DOCUMENTS	mjk Acceptable 8/17/94
ERM-OU2-LB-93-4	DOCUMENT MODIFICATIONS TO THE SNP IN THE SN	N/A
5.3 MAINTENANCE OF SN	PI ENSURES THE FOLLOWING:	
	COMPUTER-BASED PORTIONS OF THE SN HAVE AN ACCESS CONTROL SYSTEM FOR ONLY QUALIFIED AND TRAINED PEOPLE	8/24/94 Acceptable mjk
	INFORMATION: LOCATION OF SN, LOCATION OF SNP AND SUPPLEMENTAL DOCUMENTS	mjk Acceptable 8/24/94
	NUMBERS PAGES OF BOUND PORTIONS OF SN	mjk Acceptable 8/17/94

	THE CONTROL NUMBER AND THE TITLE ARE DISPLAYED ON THE FIRST VOLUME OF THE SN OR WITHIN EACH INDIVIDUAL FILE FOR THE COMPUTERIZED HEADER OR FOOTER	Title of Project Work not displayed with control number DR 8/17/94 Unacceptable
DCC	ASSIGNS ADDITIONAL VOLUME NUMBERS, AS REQUIRED	Acceptable 8/24/94
PI	REFERENCE THE NEW VOLUME IN THE LAST ENTRY OF THE OLD VOLUME	N/A
	RETAIN ALL VOLUMES AS A SINGLE DOCUMENT UNTIL THEY ARE RETURNED TO THE ERPD DCC	Acceptable 8/24/94
	RECORD THE FOLLOWING INFORMATION IN SN:	
☆☆ Some entries are only initialed: observation Remind PIs ~ signature typed sheets don't have page number or signature?	DATE AND SIGNATURE OF ENTRY	Unacceptable ~~Acceptable 8/17/94~~ 8/18/94
	DETAILED STEP-BY-STEP DESCRIPTION OF THE EXPERIMENT	Acceptable 8/17/94
	THE BASIS FOR ASSURING THE PREREQUISITES HAVE BEEN MET	N/A
	CONDITIONS THAT ADVERSELY AFFECT THE RESULTS	Acceptable 8/17/94

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	IDENTIFICATION OF SAMPLES COLLECTED OR USED	Acceptable 8/17/94
	IDENTIFICATION OF ADDITIONAL QUALITY-AFFECTING EQUIPMENT AND MATERIALS NOT INCLUDED IN THE SNP	N/A
	COMPUTER SOFTWARE USED	Unacceptable 8/17/94
	INTERIM CONCLUSIONS	Acceptable 8/24/94
	DOCUMENTATION OF DISPOSITION/DECON-TAMINATION OF EQUIPMENT	N/A
	A REFERENCE IN THE SN OF COMPUTER-BASED ENTRIES	Acceptable 8/24/94
	UNIQUE IDENTIFICATION FOR UNBOUND DOCUMENTATION	N/A
	LINE THROUGH CHANGES, SIGN AND DATE	8/24/94 Acceptable
	ALLOW NO OPEN SPACES IN SN	Unacceptable 8/18/94
Some entries in red ink and pencil	RECORD ALL ENTRIES IN SN IN PERMANENT BLACK INK	Unacceptable 8/18/94

verify if other color OK on graphs - permanent colored ink pens OK for figures but pencil not all right.

Best Available Copy

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	CLOSE OUT NOTEBOOK WITH BRIEF SUMMARY OF WORK A STATEMENT THAT THE WORK IS DONE, AND INCLUDE A TECHNICAL REVIEW	N/A
	PRINT THE CONTENTS OF COMPUTER-BASED SN FOR USE IN THE TECHNICAL REVIEW PROCESS	N/A
	SIGN AND DATE ALL THE COMPONENTS OF THE SN BEFORE IT IS DISTRIBUTED FOR PEER REVIEW	N/A
5.4 SCIENTIFIC NOTEBOOK REVIEW	TECHNICAL REVIEWER: (1) REVIEWS SN FOR TECHNICAL ACCURACY	N/A
	(2) DETERMINES IF SN ADEQUATELY DOCUMENTS THE WORK IN THE SNP	N/A
	(3) VERIFY THAT THE CONTENTS OF SECTION 5.3 HAVE BEEN ADDRESSED	N/A
PI AND TECHNICAL REVIEWER	DISCUSS THE COMMENTS AND ESTABLISH A CONSENSUS MARKUP OF THE SN	N/A

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PI	DOCUMENT MARKUPS WITH AN ANNOTATION INDICATING THE SOURCE AND THE BASIS FOR THE CHANGE	N/A
	ENSURES THAT ANY CORRECTIONS MADE ARE LINED THROUGH, SIGNED AND DATED	N/A
TECHNICAL REVIEWER	DOCUMENT POINTS OF DISAGREEMENT AND SIGN AND DATE THE ENTRY IN THE SN	N/A
PM OR RESPONSIBLE MANAGER	DETERMINE RESOLUTION OF THE DISCREPANCIES	N/A
	SIGN AND DATE THE ENTRIES	N/A
QAPM	REVIEW AND APPROVE THE SNS	N/A
PI	SUBMIT THE REVIEWED AND COMPLETED SN TO ERPD DCC	N/A
DCC	DOCUMENT CLOSURE OF THE CONTROLLED SNS	N/A
	SUBMIT DOCUMENT TO CENTRAL PROJECT FILE	N/A
5.5 CONVERSION FROM SNS	PI DETERMINES THE STAGE AT WHICH THE SNS CAN BE CONVERTED TO A PROCEDURE OR INSTRUCTION	N/A

	REQUESTS THAT THE RM GENERATE A PROCEDURE OR INSTRUCTION	N/A
RM	PREPARE PROCEDURE OF INSTRUCTION	N/A
	ARRANGE FOR REVIEW AND APPROVAL	N/A
	REFERENCE THE SUPERSEDED SN IN NEW PROCEDURE	N/A
	REFERENCE THE NEW PROCEDURE IN THE FINAL ENTRY OF THE SN	N/A
5.6 TECHNICAL DATA RECORD PROTECTION	ERPD DCC: MAINTAIN SN IN BOUND HARDCOPIES	N/A
	MAINTAIN THE SNP	N/A
	ENSURE THAT SN AND SNP HAVE UNIQUE NUMBERS	8/24/94 Acceptable [illegible]
PI	MAKE A COPY AND/OR A COMPUTER ELECTRONIC BACKUP OF THE SN ENTRIES QUARTERLY FOLLOWING THE FIRST ENTRY OR MORE FREQUENTLY WHEN REQUIRED BY THE SNP	N/A
	PROTECT THE COPIES SEPARATELY AS A DUPLICATE RECORD	N/A

6.0 RECORDS	ENSURE THAT ALL RECORDS ARE TRANSMITTED TO THE PROJECT CENTRAL FILE AND/OR THE ADMINISTRATIVE RECORD (IF AN IAG ACTIVITY)	N/A

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Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name [redacted]
Emp. # [redacted]
Dept. Soil Study Team
Bldg/Room T-891-M
Ext. Pager
EG&G or Subcontractor S.M. STOLLER
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8/17/94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

WALTER L. MICHENER [signature] 8/12/94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

G. R BARTH [signature] 8/17/94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Forward Completed forms to T&Q, Cubicle #~~162~~ 405

EQS 9/93

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Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name _____
Emp. # _____
Dept. Soil Study Team
Bldg/Room _____
Ext. Pager _____
EG&G or Subcontractor _____
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8/18/94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

Paul M Bolos — Paul M Bolos — 8/22/94

(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

Michael Litle — 8/29/94

(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

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Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name _____
Emp. # _____
Dept. Soil Study Team
Bldg/Room _____
Ext. Pager _____
EG&G or Subcontractor _____
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

John B. Crittenden John B. Crittenden 8-22-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

Michael [illegible] 8-24-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

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M/19

Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name Philipp Molzer
Emp. # [redacted]
Dept. Soil Study Team
Bldg/Room 080
Ext. Pager 8754
EG&G or Subcontractor _____
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8-10-94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

Philipp Molzer 8-16-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

8-23-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

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Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name HANS M. DANIELS
Emp. # [redacted]
Dept. Soil Study Team
Bldg/Room 080 1517
Ext. Pager X8591
EG&G or Subcontractor EG&G
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8/22/94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

HANS M. DANIELS [signature] 8/22/94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

[signature] 8-22-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Forward Completed forms to T&Q, Cubicle #~~162~~ 405

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16/19

Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name G.R. BARTH
Emp. # [redacted]
Dept. Soil Study Team
Bldg/Room 0800/659
Ext. Pager 8707
EG&G or Subcontractor EG+G
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8/1/94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

G.R. BARTH G Barth 8/17/94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

Michael Lta 8-15-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

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Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name Kowalewski
Emp. # [redacted]
Dept. Soil Study Team
Bldg/Room 080/405
Ext. Pager 6901/6141
EG&G or Subcontractor EG&G
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8/16/94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

M. J. Kowalewski M J Kowalewski 8/16/94

(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

Michael Otten 8-15-94

(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

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Employee Required Reading List

EG&G Rocky Flats Plant

REQUIRED COMPLETION DATE _____

COMPLETE IN BLACK INK ONLY

REQUIRED COMPLETION DATE: 9/1/94

Date August 16,1994
Emp. Name BRYAN WALDER
Emp. # [redacted]
Dept. Soil Study Team
Bldg/Room D80/518
Ext. Pager 8554
EG&G or Subcontractor EG&G
(Company)

Required to Read			Date Read
Document #	Title	Rev.	
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	8-17-94

I, the Signee, understand that my signature documents that I have read and that I understand the requirements of the above referenced document(s)

Employee

BRYAN WALDER Bryan Walder 8-17-94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Immediate Manager

G. R. BARTH G Barth 8/17/94
(Print & Sign) Date

Indicates reading has been completed and the above entered information is accurate

Forward Completed forms to T&Q, Cubicle #~~162~~ 405

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